

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, D.C. 20250

Notice FSFL-6

For: State and County Offices

**Issuing Farm Storage Facility Loan (FSFL) Disbursements
Before APSS Software Is Available**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

FSFL's:

- will be administered by PSD
- shall be processed through APSS after the software has been provided to County Offices.

Before APSS software is provided for processing automated FSFL transactions, County Offices shall issue FSFL disbursements using the **Accounting Disbursements/Check Writing** function.

County Release No. 434 provided program codes for making FSFL:

- application fee deposits and payments for lien searches and recording fees
- disbursements, see subparagraph 3 A.

On May 31, 2000, modified Accounting Disbursements/Check Writing software was broadcast to County Offices that provided the capability to issue FY 2000 FSFL disbursements.

Note: See Information Bulletin No. 1885.

B

Purpose

This notice provides instructions to State and County Offices for issuing FSFL disbursements using modified Accounting Disbursements/Check Writing software.

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Disposal Date	Distribution
November 1, 2000	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

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Contacts

If there are questions about this notice, contact either of the following:

- Chris Kyer at 202-720-7935
 - Arlene Fisher at 202-720-8401.
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2 Action Before Issuing FSFL Disbursements Before APSS Software Is Available

A

Manually Process CCC-185

County Offices **must** ensure that:

- manually completed **CCC-185** for FY 2000 FSFL was filed
 - CCC-185, item 3, “Requested Loan Amount” was **approved** by COC.
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B

Manual Loan Number System

County Offices shall maintain a **manual** FSFL number register with a numbering system consisting of a:

- 4-digit FY
- 5-digit **manual** loan number in a **97000** series
- “/” between FY and loan number.

Example: “2000/97001”.

C

Manually Process CCC-186

County Offices **must** ensure that manually completed **CCC-186**:

- is in accordance with the terms and conditions stated on CCC-186
- item 2 is equal to or less than CCC-185, item 14 A.

Important: FSFL disbursement must equal CCC-186, item 2, “Amount Financed”.

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3 Important FSFL Disbursement Information

A

Disbursement Program Code

The program code for issuing FSFL disbursements is “00FSFL”. Accounting software modifications for program code “00FSFL”:

- provide FSFL disbursement limitation of \$100,000
 - require a valid “manual” FSFL number as a reference
 - allow for making a disbursement as multiple payments, see subparagraph C.
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Assignments and Joint Payments

For FSFL’s:

- assignments are **not** applicable
 - disbursements can be made as multiple joint payments, see:
 - subparagraph C
 - subparagraph 4 A, step 5.
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C

Modified Accounting Screens

Accounting Screen:

- ANK32510 has been modified to require entry of the 5-digit FSFL number as a reference in the “Loan/LDP Number” field
- ABK10001 has been modified to allow for disbursing a FSFL amount as multiple payments. Multiple payments may be processed as joint payments to the applicant-borrower and the other payee.

Notes: The Assignment/Joint Payment function does not recognize program code “00FSFL”. Manually enter the joint payees in the “Payee Name” field on Screen ABK10001.

County Offices do not have to manually set or unset the “Other Agency Claims” flag in the Producer Name and Address File.

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4 Issuing FSFL Disbursements

A

**Issuing Before
APSS Software
Is Available**

County Offices shall issue FSFL disbursements **before** APSS software is available, using the Accounting Disbursements/Check Writing function, according to the following table.

Step	Action	Result
1	On Menu ANK000: <ul style="list-style-type: none"> ENTER "1" PRESS "Enter". 	Screen ANK31501 will be displayed.
2	On Screen ANK31501: <ul style="list-style-type: none"> enter program code "00FSFL" enter producer ID number, ID type, and facility code enter issue date, which is loan settlement date and can be dated 14 days in advance. PRESS "Enter". 	Screen ANK32510 will be displayed.
3	On Screen ANK32510: <ul style="list-style-type: none"> enter disbursement amount in "Payment Amount" field PRESS "Enter". 	Screen ANK32510 will be redisplayed.
4	On redisplayed Screen ANK32510 : <ul style="list-style-type: none"> enter applicable 5-digit manual FSFL number as a reference in the "Loan/LDP Number" field Example: "97001" enter applicable special data for Transaction Statement PRESS "Enter" twice if data is correct. 	Screen ABK10001 will be displayed.
5	On Screen ABK10001: <ul style="list-style-type: none"> enter amount due "Other Payees" as applicable, ENTER "Y" or "N" to question, "Are there additional payments to be entered?" PRESS "Enter". 	Screen ABK10001 will be redisplayed.
6	On redisplayed Screen ABK10001: <ul style="list-style-type: none"> enter both applicant-borrower and other payee names, as joint payees, in "Payee name" field enter applicable address PRESS "Enter" to complete processing. 	

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4 Issuing FSFL Disbursements (Continued)

B

Automated Process After FSFL software has been released and installed, County Offices:

**After FSFL
Software Is
Available**

- must, **before** processing any “new” automated CCC-185’s, follow instructions provided with the release to:
 - record all manually-prepared CCC-185’s with applicable manual FSFL numbers
 - transmit that data to NITC (National Information Technology Center)
 - can disburse FSFL’s **only** through the automated FSFL disbursement process.
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